



**Wagers & Associates, Inc.**

***HRS Pro***  
***User's Guide***

**Copyright © 2003 - 2004 ... Wagers &  
Associates, Inc., All Rights Reserved.**

# Table of Contents

Foreword	0
<b>Part I HRS Pro</b>	<b>2</b>
1 Getting Started .....	3
Requirements for Installation .....	4
Installing / Updating HRS Pro .....	4
Network Configuration for HRS Pro .....	4
Technical Support .....	5
About Wagers & Associates .....	6
2 Working With HRS Pro .....	7
Data Input .....	8
Data Sets .....	8
Properties .....	9
Holders .....	14
Holder Personnel.....	15
Data Output .....	17
Holder Reports .....	17
State Guidelines .....	22
Codes .....	22
Submission Requirements.....	23
Contact Info.....	24
Utilities .....	26
Configuration and Defaults.....	26
Import Data .....	29
3 Appendix A: Import Template Specification .....	31
4 Appendix B: Using MS Excel to Import into HRS Pro .....	35
5 Appendix C: HRS Pro License Agreement .....	37
<b>Index</b>	<b>39</b>

# 1 HRS Pro

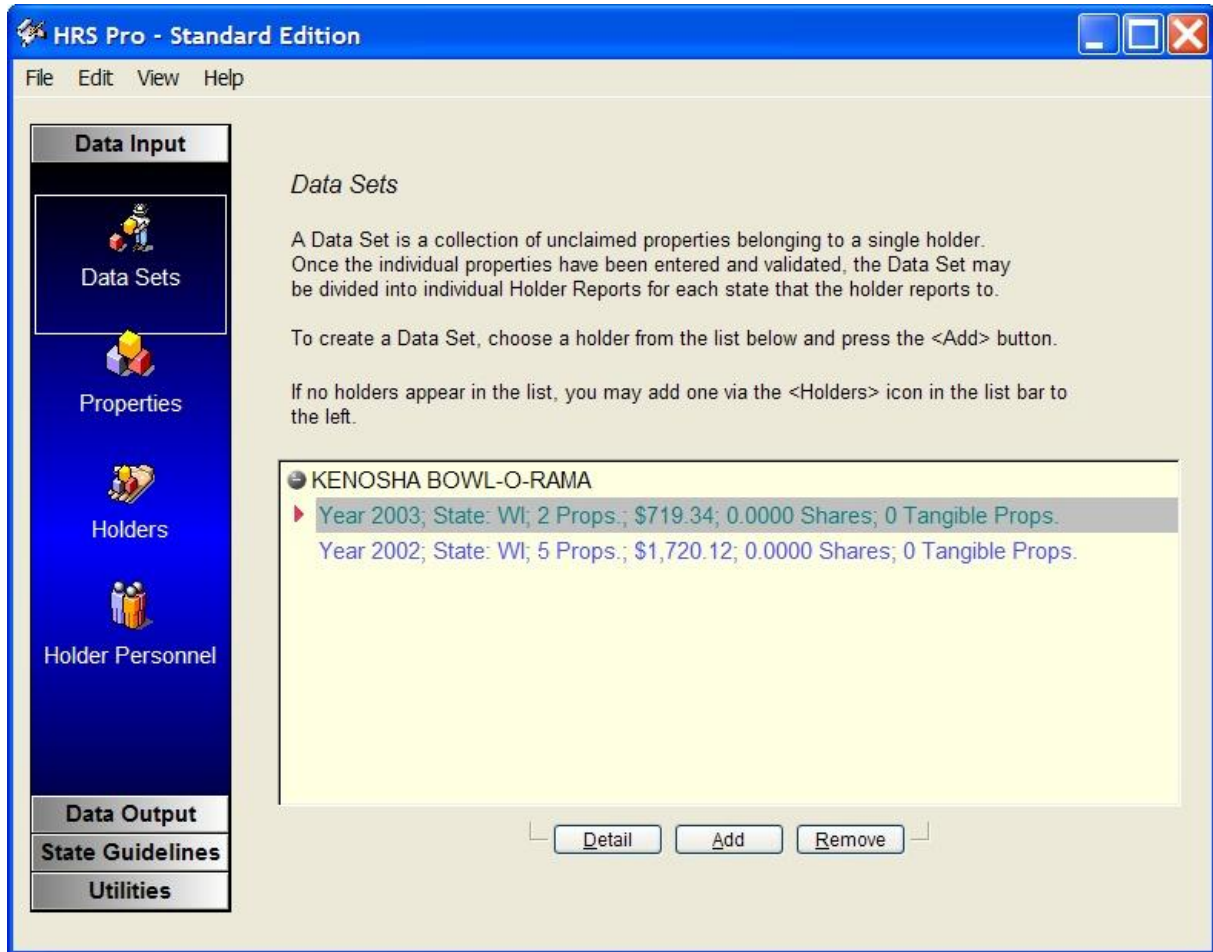
[Help File last updated 07/29/2004](#)

Welcome to HRS Pro!

HRS (Holder Reporting System) Pro provides a comprehensive solution to allow businesses (aka *holders*) to report abandoned property to states, in accordance with state laws.

The main objective of HRS Pro is the creation of NAUPA (National Association of Unclaimed Property Administrators) Standard electronic files. This standard was created for states and holders to exchange unclaimed property data in a consistent, structured manner. The NAUPA Revised Standard (aka NAUPA 2) was adopted in July of 2002 and becomes official in November of 2003. To view the NAUPA Revised Standard in PDF format, please see <http://www.wagers.net/NaupaSpec/NaupaRevisedStandard.pdf>.

## 1.1 Getting Started



Prior to using HRS Pro, here is some general information that may be useful:

To determine if the computer on which you wish to install HRS Pro has the proper resources, see--  
[Requirements for Installation](#)

To learn where to acquire the latest version of HRS Pro, see--  
[Installing / Updating HRS Pro](#)

To configure HRS Pro for shared database use, see--  
[Network Configuration for HRS Pro](#)

If you are having problems with HRS Pro and you require support, see--  
[Technical Support](#)

To learn more about the company that publishes HRS Pro, see--  
[About Wagers & Associates, Inc.](#)

### 1.1.1 Requirements for Installation

HRS Pro has the following minimum system requirements:

- **Computer:** An IBM-compatible computer with a Pentium class processor
- **Peripherals:** Mouse or pointing device
- **Memory:** 64 MB RAM (128 MB or higher recommended)
- **Hard disk space:** 40 MB
- **Video:** 800 x 600 resolution, 256 colors (High color 16-bit recommended)
- **Operating system:** HRS Pro is supported on most versions of Microsoft Windows except for Windows 95. These include: Windows 98, Windows Me, Windows NT, Windows 2000 Service Pack 2 or later, and Windows XP.

Even in a network environment, HRS Pro must be installed on each PC that is to run the program. This is the only way that the support libraries will be installed properly. For users of the Standard Edition, the database must reside on the same PC as the program executable file. For users of the Enterprise Edition, the data may reside anywhere on the network.

HRS Pro *must be installed by a user with administrative privileges* on the PC. If you attempt to install HRS Pro without such privileges, the installation routine will return an error and fail. This will not damage your PC in any way. Once HRS Pro has been installed by an administrator, non-administrative users should be able to run the program with no problems. HRS Pro will create a \DATA folder underneath the main installation folder. Users *must have full READ / WRITE privileges for this folder*.

See the [Installing / Updating HRS Pro](#) section of this User's Guide for a link to download the HRS Pro installation program.

### 1.1.2 Installing / Updating HRS Pro

The HRS Pro installation file may be acquired from <http://www.wagers.net/hrs/downloads>

While there are two editions of HRS Pro-- the Standard Edition and the Enterprise Edition-- there is only one download file. HRS Pro installs as the Standard Edition by default. Users of the Standard Edition then enter a Registration Code, purchased from Wagers & Associates, to upgrade to the Enterprise Edition. The registration code is entered once per year only. Any re-installations will not affect the edition, until the code has expired. Once the code expires, the Enterprise Edition will revert to the Standard Edition until a new code is purchased and entered into HRS Pro.

All versions of HRS Pro expire periodically (every January 15th and June 15th for the Standard Edition and on one of those two dates for the Enterprise Edition, depending on date of purchase). Primarily this is done to ensure that HRS Pro stays in compliance with state codes and submission requirements. Also, it is done so end-users will always have a current version with the best and most stable features.

For a complete list of the differences between the two versions, and / or to acquire a registration code, please visit <http://www.wagers.net/hrs/registration>

### 1.1.3 Network Configuration for HRS Pro

To share an HRS Pro database across a network, it is necessary to purchase an Enterprise Edition registration code from Wagers & Associates. The number of allowable concurrent users is determined at the time of purchase. The following steps must then be performed on each workstation that will share the database.

- 1) Make sure that you have a folder set up on your network where all appropriate users have full READ / WRITE access.
- 2) Install the latest version of HRS Pro. Be sure all users are running the same version.

3) Acquire a registration code from Wagers & Associates. See <http://www.wagers.net/hrs/registration> for details.

4) Launch HRS Pro. If this is your first time entering the system, you will need to provide some basic information such as a user name and initials. Once you have entered HRS Pro, click on the Help menu and choose Registration Info. Enter the registration code here and press the <Update> button. After a successful entry of this code, the title bar of HRS Pro will change to reflect that you are running the Enterprise Version.

5) Click on the Utilities topic of the main menu listbar and click the Configuration and Defaults item. Click the <Change> button on the right side next to the Alternative Data Path box. After a warning message, you may choose the data path for the shared database. The folder you choose must either be completely empty or already have an HRS Pro database in it. If this folder already contains an HRS Pro database, you will simply be mapped to that location. If the folder is empty, you will have the option to the local database from the existing workstation to it. You must then close and re-start HRS Pro for the changes to take effect.

#### 1.1.4 Technical Support

Wagers & Associates maintains HRS Pro support agreements with the unclaimed property offices of the following states, including the Commonwealth of Puerto Rico:

<b>Alabama</b>	<b>Kentucky</b>	<b>Ohio</b>
<b>Alaska</b>	<b>Louisiana</b>	<b>Oklahoma</b>
<b>Arizona</b>	<b>Maine</b>	<b>Oregon</b>
<b>Colorado</b>	<b>Michigan</b>	<b>Pennsylvania</b>
<b>District of Columbia</b>	<b>Mississippi</b>	<b>Puerto Rico</b>
<b>Florida</b>	<b>Missouri</b>	<b>South Carolina</b>
<b>Georgia</b>	<b>Nebraska</b>	<b>South Dakota</b>
<b>Hawaii</b>	<b>Nevada</b>	<b>Tennessee</b>
<b>Illinois</b>	<b>New Hampshire</b>	<b>Utah</b>
<b>Indiana</b>	<b>New Mexico</b>	<b>Vermont</b>
<b>Iowa</b>	<b>North Carolina</b>	<b>Wisconsin</b>

If you are reporting property to any of these unclaimed property departments, you should **contact the state directly**. In most cases, the state contact person will be able to resolve your technical support issue. State-specific contact information is available in HRS Pro by pressing the State Contact Info. icon on the State Guidelines sub-menu.

If the state is unable to help you resolve your issue, the state will contact Wagers & Associates to provide details about your issue. If necessary, Wagers & Associates will then contact you directly to help you resolve the issue.

Users with a registered version of the Enterprise Edition may contact Wagers & Associates for direct technical support. Up to two support instances are included with the purchase.

If you are reporting to a state not listed above, or have not purchased the Enterprise Version, Wagers & Associates will provide technical support at the rate of \$50 per incident.

Contact us at [HRSPRO@wagers.net](mailto:HRSPRO@wagers.net) for more information about support agreements.

### 1.1.5 About Wagers & Associates

Wagers & Associates, Inc. has provided unclaimed property management systems to state governments since it was founded in 1988. Our systems, installed in more than thirty unclaimed property departments across the US and in Puerto Rico, are the most comprehensive and advanced systems in use today.

With our only focus being on unclaimed property management solutions, we are able to direct our development energies directly on the needs and priorities of our client states.

We also pride ourselves on excellent customer support -- our clients know that when they make a request of us, they know that we will rapidly integrate their request into our unclaimed property management systems. Our clients are the reason our products are as good as they are today.

We use the leading development tools and databases for our products.

For more information, visit our website

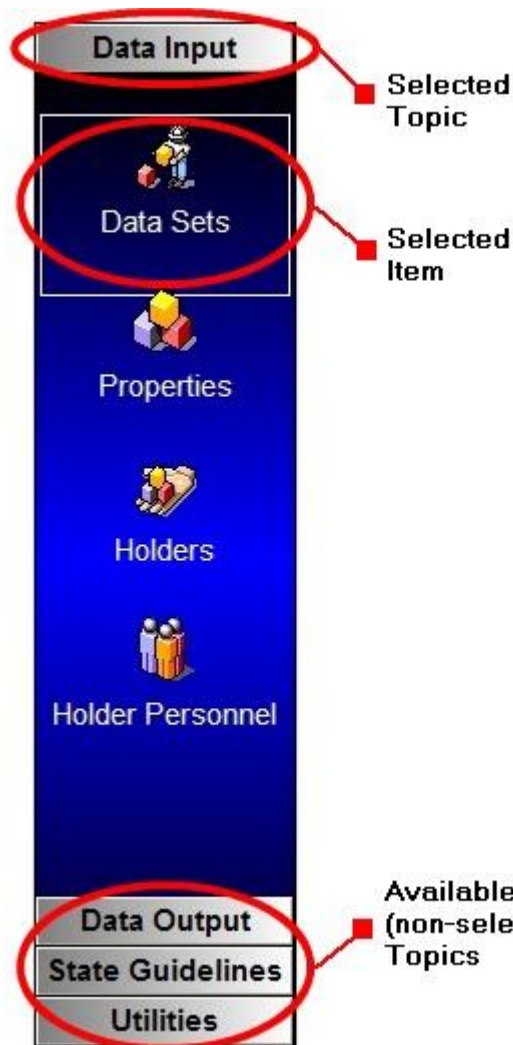
[www.Wagers.net](http://www.Wagers.net)

Or contact us at:

Wagers & Associates, Inc.  
2840 Wilderness Place, Suite F  
Boulder, CO 80301

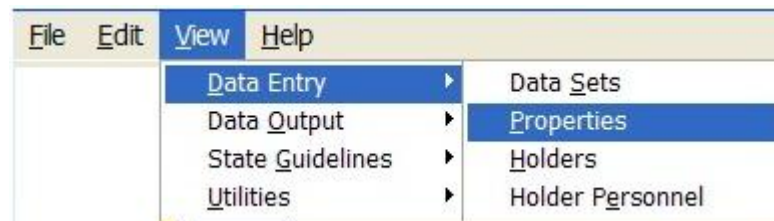
E-mail: [info@Wagers.net](mailto:info@Wagers.net)

## 1.2 Working With HRS Pro



Shown to the left is the HRS Pro main menu listbar. The basic subcategories of the list bar ([Data Input](#), [Data Output](#), [State Guidelines](#) and [Utilities](#)) are known as "topics." Move around in HRS Pro by clicking on the appropriate topic, which will then slide to the top of the list bar. Each topic contains a set of subchoices, known as "items." The selected item is always surrounded by a white rectangle.

If you prefer to navigate using the keyboard instead of the mouse, you may do so via the main text menus located at the top of HRS Pro.



In this example, the user has pressed *Alt+V* to invoke the View menu, then *D* to invoke the Data Entry submenu. Pressing any of the underlined letters or "hot keys" on the submenu to the right will then act as the equivalent of clicking on that topic in the main menu list bar. For example, if *P* is pressed on the keyboard at this point, it is the same as mouse-clicking the Properties item in the list bar.

HRS Pro comprises four basic areas of operation or "topics." They are:

### [Data Input](#)

Here, most of the basic data entry / editing is performed.

### [Data Output](#)

Once all the data is entered, go here to validate and output the data to either printed reports or NAUPA files.

### [State Guidelines](#)

Go here for information about a state's reporting procedures, allowable property / owner codes and state-specific contact information.

### [Utilities](#)

Here, customize how HRS Pro behaves and perform various maintenance functions.



## 1.2.1 Data Input



Shown to the left is the HRS Pro main menu listbar with the Data Input topic selected. This topic comprises four items:

### Data Sets

Here, you will organize groups of unclaimed property. You may create a Data Set for each state that you report to. Otherwise, you may create a single Multi-State Data Set and have HRS Pro divide the property by state when you are ready to submit.

### Properties

Here, you will view and manage property and owner information. Enter account details such as the date of your last confirmed correspondence with the owner and cash or shares belonging to that owner.

### Holders

Here, you will view and manage information about the business entity that is reporting unclaimed property to one or more states. You may only need one holder or you may enter as many holders as you like for subsidiaries or branch locations.

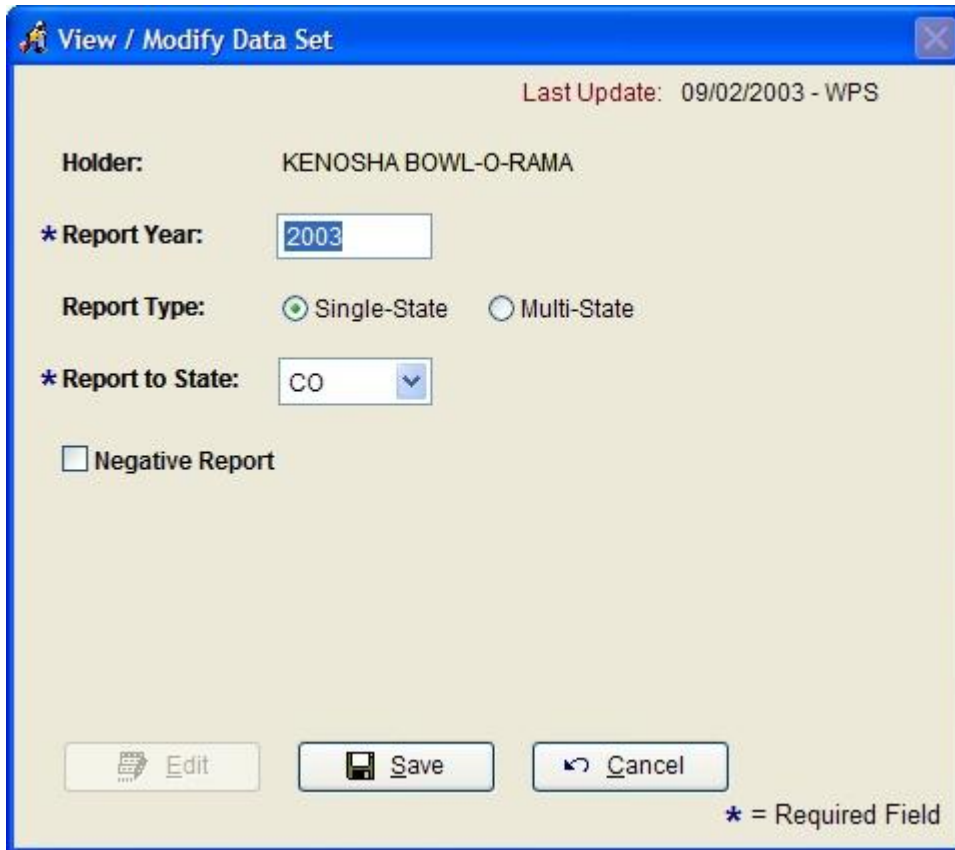
### Holder Personnel

Here, you will view and manage information about users of HRS Pro and / or employees of the holder who are designated as contacts for the state.

### 1.2.1.1 Data Sets



A Data Set represents a group of unclaimed properties that are to be reported to one or more states by a single holder for a single year. *You must create at least one data set before you may enter properties.* Shown below is the View / Modify Data Set form:



The dialog box is titled "View / Modify Data Set" with a close button in the top right corner. Below the title bar, it says "Last Update: 09/02/2003 - WPS". The form contains the following fields and controls:

- Holder:** A text field containing "KENOSHA BOWL-O-RAMA".
- \* Report Year:** A text field containing "2003".
- Report Type:** Two radio buttons: "Single-State" (selected) and "Multi-State".
- \* Report to State:** A dropdown menu showing "CO".
- Negative Report:** An unchecked checkbox.
- Buttons:** "Edit" (with a keyboard icon), "Save" (with a floppy disk icon), and "Cancel" (with a return arrow icon).
- Legend:** "\* = Required Field" at the bottom right.

The Data Set must be designated as either Single-State or Multi-State. Choose Single-State if all or most of the owners of the property being reported reside in one state. Choose Multi-State if the owners reside in multiple states. HRS Pro will break the Data Set into multiple Holder Reports when you are ready to submit the properties.

Note that the Report Year field will only accept a value within a ten year range-- nine years back and one year forward from the calendar year. Thus for 2003, only 1994 - 2004 will be accepted as valid.

Check the Negative Report checkbox if you have no unclaimed property to report. HRS Pro will prohibit you from adding any properties to the Data Set. However, you may still create a [NAUPA file](#) for the state you are reporting to. This is important in some states to ensure that you stay in compliance. Note that the Negative Report checkbox will only appear for a Single-State Data Set.

#### 1.2.1.2 Properties



Properties are entered via the View / Modify Property form shown below:

**View / Modify Property**

\* Report Prop. To: WI Last Update: 09/21/2003 - YLS

\* Property Type: MS01 PAYROLL/WAGES/SALARY \* Last Activity Dt.: 03/23/1998

Account Num.: Check Number: 8998

Comments:

\*Cash Shares Tangible Inventory Mineral Interest

Cash to Report: \$374.77 + Additions: \$0.00 Reason: Deductions: \$0.00 Reason: = Cash to Remit: \$374.77

Interest Rate: 0.00 %

Owner Name	Address	Tax ID #	Type	Relation
WILSON, LEBRON	888 MILWAUKEE WAY APT. #4C KENOSHA, WI 531	567-89-0123	99	PR

Detail Add Remove

Edit Save Save and Add Next Property Cancel \* = Required Field

## Adding New Properties

Clicking the <Add Next Property> button (or the <Add> button from the property listing on the preceding screen) results in the following pop-up list:



By choosing *Add New*, a completely empty property will be created with only the Report Prop To (state) and the Property Type values carried over from the previously selected property.

By choosing *Copy Prop.*, a new property will be created with the following fields carried over from the previously selected property: Report Prop To (state), Property Type, Last Activity Dt., Account #, Comments, Stock Issue and most Mineral Interest fields (Oklahoma only).

By choosing *Copy Prop. + Owners*, a new property will be created with the same fields carried over as described above *in addition to* a link to all owners from the previously selected property. For more information on linking owners, please see the section on [Adding New Owners](#) below.

## Editing Property Values

Property Type Codes are configured dynamically for state selected in the Report Prop To drop-down. Each property may contain cash, shares, an unlimited number of tangible inventory items and for Oklahoma properties, mineral interest rights. Cash and shares may exist on the same property in most cases. Properties with either tangible inventory may not have either cash, shares or mineral interest data. A cash property is shown above. Shown below are the other types of assets:

### Shares

*Cash	*Shares	Tangible Inventory	Mineral Interest
CUSIP #:	888888888	ABC CORPORATION COMMON	
		<a href="#">Clear Securities</a>	
Current Shares:	14.0000	Certificate #:	123456789ABC
Original Shares:	7.0000	Registered To:	LEBRON WILSON

Note that the Securities Issue is specified by choosing a value from the CUSIP # drop-down box. All issues needed for editing properties should be setup ahead of time via the [Configuration and Defaults](#) form in the Utilities topic.

*Current Shares* represents the number of shares that the owner is entitled to at the time the property is reported to the state.

*Original Shares* represents the number of shares that the owner was entitled to at the time of last activity on the account.

*Registered To* should contain the exact name that does or would appear on a stock certificate. This will help the state evaluate supporting documentation when the owner comes forward to claim the property.

### Tangible Inventory

Cash	Shares	*Tangible Inventory	Mineral Interest
Box #	Type Code	Item Detail	
8855B	JEWL	DIAMOND RING.	
8855B	JEWL	GOLD WRIST-WATCH.	
8855B	CASH	3 \$50 BILLS U.S.	
<a href="#">Detail</a> <a href="#">Add</a> <a href="#">Remove</a>			

Each item in a safe-deposit box should be entered as an individual inventory item. Group items together only if they are extremely similar.

### Mineral Interests (Oklahoma properties only)

Cash	Shares	*Tangible Inventory	Mineral Interest				
County Name:	LOGAN	Section:	12	Township:	345	Range:	678
Pooling Order:	123456	Pooling Order Date:	09/19/1993	Ownership:	5.898384	%	
Well Name:		Supplemental Descrip.:					

Holders should provide as much data about the mineral interest as is available. However, it is not required that any specific field contain a value. As long as any one field on the Mineral Interest tab contains a value, a mineral interest record will be created in the final NAUPA output file.

Several validation checks are performed each time you attempt to Save a property. These are the same validation checks discussed in the [Holder Report Validation](#) section of this User's Guide.

## Adding New Owners

Each property must contain at least one owner and may contain an unlimited number of owners. Owners are added / edited via the View / Manage Owners form shown below:

**Adding Owner**

Category: ☒ Individual ☐ Business Last Update:

Tax ID #: 222-22-2222 D.O.B.: 11/14/1974

\* Owner Type: 99 \* Relation to 1st Owner: PR

\* Last Name: WILSON Suffix:

First Name: LEBRON Prefix:

Middle Name: Title:

Address Line 1: 888 MILWAUKEE WAY

Address Line 2: APT. #4C

Address Line 3:

Zipcode: 53144-8833 City: KENOSHA

State: WI County: KENOSHA Country: USA

Edit Save Save and Add Next Owner Cancel

Link to Existing Owner

\* = Required Field

Owner Type Codes and Owner Relation Codes are configured dynamically for state selected in the Report Prop To drop-down on the View / Manage Property form.

Note the <Link to Existing Owner> button. Clicking this button will invoke the Locate Owner form, whereby you may find an owner already in the Data Set and re-use that owner for the current property. This is a highly useful feature if you have several properties belonging to the same owner(s). You need only edit the owner(s) on one property and the changes will show up no matter which property you view the owner(s) from. If you enter a Tax ID # for an existing owner in the Data Set that is not already linked to the current property, a "TAX ID MATCH FOUND" message will flash at the bottom of the form. This indicates that rather than continue to enter owner information, you should press the <Link to Existing Owner> button and take advantage of linking. Only owners in the same Data Set will be available for linking. As an example for why, you might have an owner for whom you reported unclaimed property in a previous report year. Now, you have more property to report for the current year but have discovered a more current address. It would harm the integrity of the data if HRS Pro allowed you to change the address information for the property that was already reported under the previous address.

When adding owners, the following fields will always carry over from the previously selected owner: Owner Type, Owner Relation, Last Name and all Address fields. This is because more often than not, the additional owners are from the same family, residing in the same place.



When entering a Zipcode value, the City, State and County fields will auto-fill if there is only one City for that Zipcode. If there are multiple Cities or if you have entered an invalid Zipcode a list of the closest matches will pop-up and you may select the appropriate City / State / County combination.

### 1.2.1.3 Holders



In HRS Pro, you may enter a Holder once and then re-use the same Holder for each state and year that you are reporting for. Shown below is the View / Modify Holder form:



**View / Modify Holder**

Last Update: 08/22/2003 - YLS

\* Tax ID Number: 55-5555555 - [ ]

NAICS Code: 71395 ☐ Holder is Insurer

State of Incorp.: [v] Date of Incorp.: 04/11/1974

\* Holder Name: KENOSHA BOWL-O-RAMA

Holder City: KENOSHA

Holder State: WI County: KENOSHA

Holder Fax #: (262) 888-8888

[Edit] [Save] [Cancel] \* = Required Field

NAICS stands for North American Industry Classification System. NAICS replaced the older SIC (Standard Industrial Classification) system in 1997. Thus, even though both NAICS and SIC codes are included in the [NAUPA Standard](#), HRS Pro supports NAICS only. To learn about NAICS and to view acceptable NAICS codes, please see <http://www.census.gov/epcd/www/naics.html>.

The Holder Is Insurer checkbox is used to calculate allowable deductions for properties being reported to certain states.

A Tax ID # Extension is required for Holders tied to properties being reported to Oklahoma.

Note that the NAUPA Standard does not include fields for Holder Street or Zipcode. Hence, neither does HRS Pro.

#### 1.2.1.4 Holder Personnel



Holder Personnel data serves two purposes in HRS Pro:

First, each Person entered in HRS Pro may sign in to the system as a user. Any data records that the user adds, updates or deletes are stamped with that user's initials and with the date of the change. This Last Update information is then displayed at the top-right of each form where the data was affected, similar to the following:

**Last Update:** 09/02/2003 - YLS

Second, each Person may also be designated as a contact for the state being reported to. Contacts are designated at the time the Holder Report is set up. This process is covered under the [Data Output / Holder Reports](#) section.

Shown below is the View / Modify Holder Personnel form:



**View / Modify Personnel**

Last Update: 08/08/2002 - YLS

**\*Name:** WALDO P. SMITH, JR.

**\*Initials:** WPS

**Street 1:** 508 WISCONSIN BLVD.

**Street 2:**

**Street 3:**

**Zipcode:** 53144 **City:** KENOSHA

**State:** WI **Country:** USA

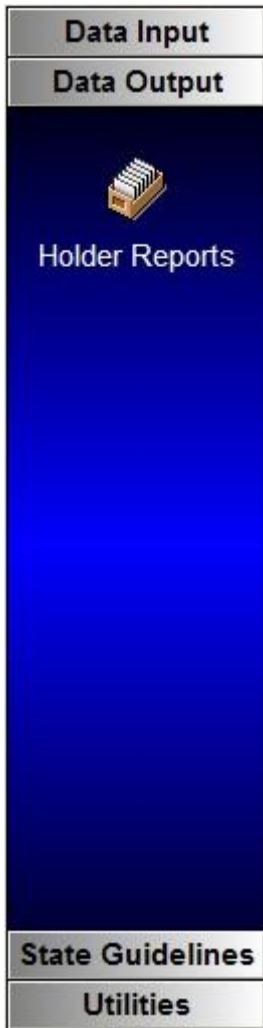
**Phone:** (262) 777-7777 **Ext.:** 111

**E-mail:** WALDO@KENOSHABOWL-O-RAMA.COM

Edit Save Cancel \* = Required Field

Note that address information will only be useful if the Person is also designated as a contact for the state. If the Person is merely a system user, address information is considered extraneous.

## 1.2.2 Data Output



Shown to the left is the HRS Pro main menu listbar with the Data Input topic selected:

### Holder Reports

Here, you will prepare Data Sets for submission to the states. Multi-State Data Sets are broken-up by the Report To State value of each property. Each submission is known as a *Holder Report*. You may print property listings or letters and labels to the owners of the properties. You may generate cover sheets for the states or NAUPA Format submission files.

### 1.2.2.1 Holder Reports



A Holder Report comprises unclaimed properties being reported by a holder to a single state for a single year. A *Negative Report* comprises no properties but is still considered a valid Holder Report by the states that accept them. The Holder Reports form allows you to produce the various printed and electronic components of a Holder Report. This form is shown below:

**HRS Pro - Standard Edition**

File Edit View Help

Data Input  
Data Output  
**Holder Reports**  
State Guidelines  
Utilities

Data Set: 2003; KENOSHA BOWL-O-RAMA; Rpt. to State: Multi; 3 Props.;  
\$1,123.45; 0.0000 Shares; 0 Tangible Props.

Holder Reports in Data Set

Report To	# of Props.	Status	Cash to Remit	Shares to Remit	Tangible Props.
MI	1	Pending	\$ 404.11	0.0000	0
WI	2	Validated	\$ 719.34	0.0000	0

Contacts Stk. Delivery **Validate** Finalize

**Printed Output**

☒ Owner Letters  
☐ Owner Labels  
☐ Property Listing (detailed)  
☐ Property Listing (summary)  
☐ Holder Report Cover Sheet

☐ Preview

**Disk Output**

☐ NAUPA File

**Generate Output**

Note that HRS Pro has broken up this Multi-State Data Set into distinct Holder Reports, according to the Report to State value of each property.

Some output options may be generated at any time. However, to generate a Cover Sheet or a NAUPA File, the Holder Report must first be Validated and Finalized. All validation in HRS Pro is designed to comply with the NAUPA Standard file format and / or with state-specific rules for data formatting / integrity. HRS Pro validates for the following:

- Each property must have at least one owner.
- Each property must have something to report, e.g. either cash, shares, tangible inventory or mineral interests.
- Properties may not contain a negative cash amount.
- Properties with shares information must contain a number of shares greater than zero and must be linked to a Stock Issue (CUSIP, Issue Name, Symbol, etc.).
- Each property must have an acceptable Property Type for the state being reported to.
- Properties being reported Florida must not contain an inappropriate asset. For example, properties with type CK01 may not contain shares and properties with type SC08 may not contain cash.
- Properties being reported to Colorado must either have no Deductions taken or else Deductions must adhere to Colorado's Deductions formula.
- Properties with tangible inventory may not contain cash and / or shares.
- Properties with tangible inventory must have a Property Type beginning with "SD."
- Properties with tangible inventory must have an acceptable Tangible Type for the state being reported to.
- Properties with tangible inventory may not have empty values in either the Box Number field or the

Inventory Description field.

- Each owner must have a Last / Business Name.
- Each owner must have an acceptable Owner Type for the state being reported to. Properties being reported to Florida are excluded from this requirement.
- Each owner must have an acceptable Owner Relation for the state being reported to.
- Each Holder Report must be linked to at least one Holder Personnel record for Contact information.
- Holder Reports that contain shares must have Stock Delivery information specified.
- Holders tied to Oklahoma Holder Reports must contain a Tax ID # Extension.

To Validate a Holder Report, click the <Validate> button. If HRS Pro detects data inconsistencies or missing requirements, you will see the following form:

Report Level Errors	
Error Type	Correction Instructions
Incomplete Contact Info.	Click the <Contacts> button on the preceding screen.

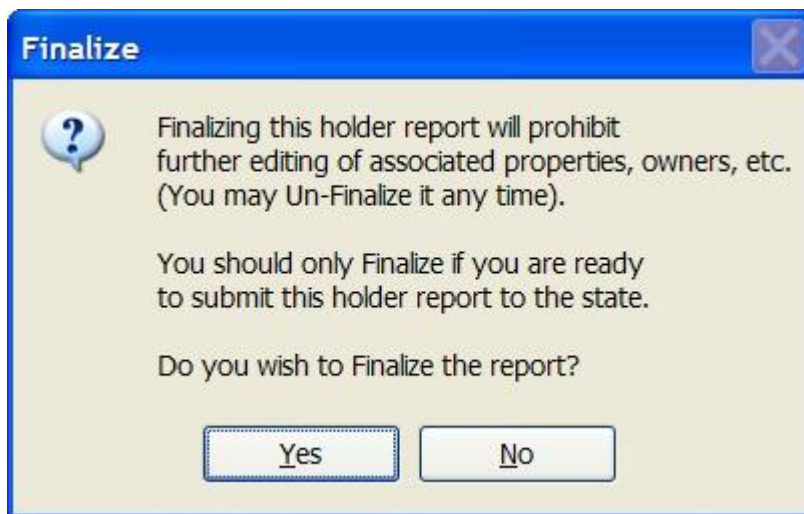
  

Property Level Errors		
Error Type	Current Value	First Owner Name
Invalid Owner Type	99	JOSEPH LUIS SMITHERS
Invalid Owner Relation	PR	JOSEPH LUIS SMITHERS

Go To Property

In this case, HRS Pro has detected one report level error and two property level errors. Clicking the <Go To Property> button will take the user directly to the property in question. The errors may then be corrected and the user will be returned to the Validation Errors form. If the errors have been corrected, they will no longer appear in the Property Level Errors list. Any report level errors may not be corrected from the Validation Errors form. However, instructions for how to correct the error will be displayed.

A Holder Report can and should be checked for validation errors frequently. Once all data has been entered, validated and the holder is ready to submit the state, the Holder Report should be Finalized. Clicking the <Finalized> button (which will be enabled only for a Validated Report) will invoke the following message box:



Clicking the <Yes> button will designate the Holder Report as Finalized. Data editing will be prohibited for all properties tied to the Holder Report. However, at this point Cover Sheets and NAUPA Files may be generated.

Once a Holder Report has been finalized, the text of the <Finalize> button will be changed to read <Un-Finalize>. In the event that a mistake has been made or a change is needed, this button may be pressed. After confirming <Yes> to the message box below, editing will once again be permitted.



The following output types are available for Holder Reports:

### Owner Letters

In accordance with many Due-Diligence statutes, you may create letters for the first owner of each property. This allows holders to try to either return unclaimed property to owners prior to reporting to the state or else, to re-activate and retain accounts. The letters will include property-specific information for each property that the owner is linked to. Note that only owners with complete addresses (street, city, state and zipcode data) will have letters printed. The text for the Owner Letter may be edited via the [Configuration and Defaults](#) form of the Utilities topic.

### Owner Labels

Print labels to accompany the letters created in the option above.

### **Property Listing (detailed)**

Print a detailed listing of all properties in the Holder Report. This will include all owner and property details. This listing may be used as the detailed property listing that some states require (see the [Submission Requirements](#) section). This listing may be used as a paper backup of HRS Pro data in an emergency situation. Also, it may be used for states (not supported by Wagers & Associates) that do not accept NAUPA Standard submission files.

### **Property Listing (summary)**

Print a very basic property listing. This may be useful to perform basic data checks and amount reconciliations.

### **Holder Report Cover Sheet**

Each supported state has a pre-defined Cover Sheet. HRS Pro generates a generic version for non-supported states. Certain states require that these be signed and / or notarized with each Holder Report (see the [Submission Requirements](#) section). Unless you are e-mailing the submission file, you should always include a Cover Sheet with your Holder Report.

### **NAUPA File**

Create an electronic submission file in [NAUPA Revised Standard format](#). All NAUPA Files output from HRS Pro must have a .HRS file extension. If you are concerned that this will be a problem for a non-supported state, you may change the file characteristics via Windows Explorer or another file management utility after generating.

### 1.2.3 State Guidelines



Each state to which holders report maintains their own set of guidelines for accepting property. Shown to the left is the HRS Pro main menu listbar with the State Guidelines topic selected. This topic comprises three items:

#### [Codes](#)

Here, you will find a list of Property Type, Owner Type, Owner Relation and Tangible Type codes, specific to each state.

#### [Submission Requirements](#)

Here are some basic rules about each state's aggregation limits, EFT instructions, paper reporting and signature requirements, etc.

#### [Contact Info.](#)

Learn how to contact the state for technical support and for questions on that state's guidelines.

Note that Wagers & Associates maintains HRS Pro support agreements with selected states only (see [Getting Started / Technical Support](#) for a list of these states). You may still create Holder Reports for non-supported states. However, in the State Guidelines section, you will find only generic Codes with no Submission Requirements or Contact Information.

#### 1.2.3.1 Codes



Shown below is the State Codes form:





These are the codes that supported states have reported to Wagers & Associates as acceptable. If the state is non-supported, the codes shown will be those recommended in the NAUPA Standard.

#### 1.2.3.2 Submission Requirements



Show below is the State Submission Requirements form:



The screenshot shows the 'HRS Pro - Standard Edition' window. On the left is a vertical navigation pane with buttons for 'Data Input', 'Data Output', 'State Guidelines', 'Codes', 'Submission Requirements' (highlighted), 'Contact Info.', and 'Utilities'. The main area is titled 'State Submission Requirements' and features a 'Prev.' button, a dropdown menu showing 'HI', and a 'Next' button. In the center is a graphic of the Hawaiian flag. To the right is a scrollable text box containing the following requirements:

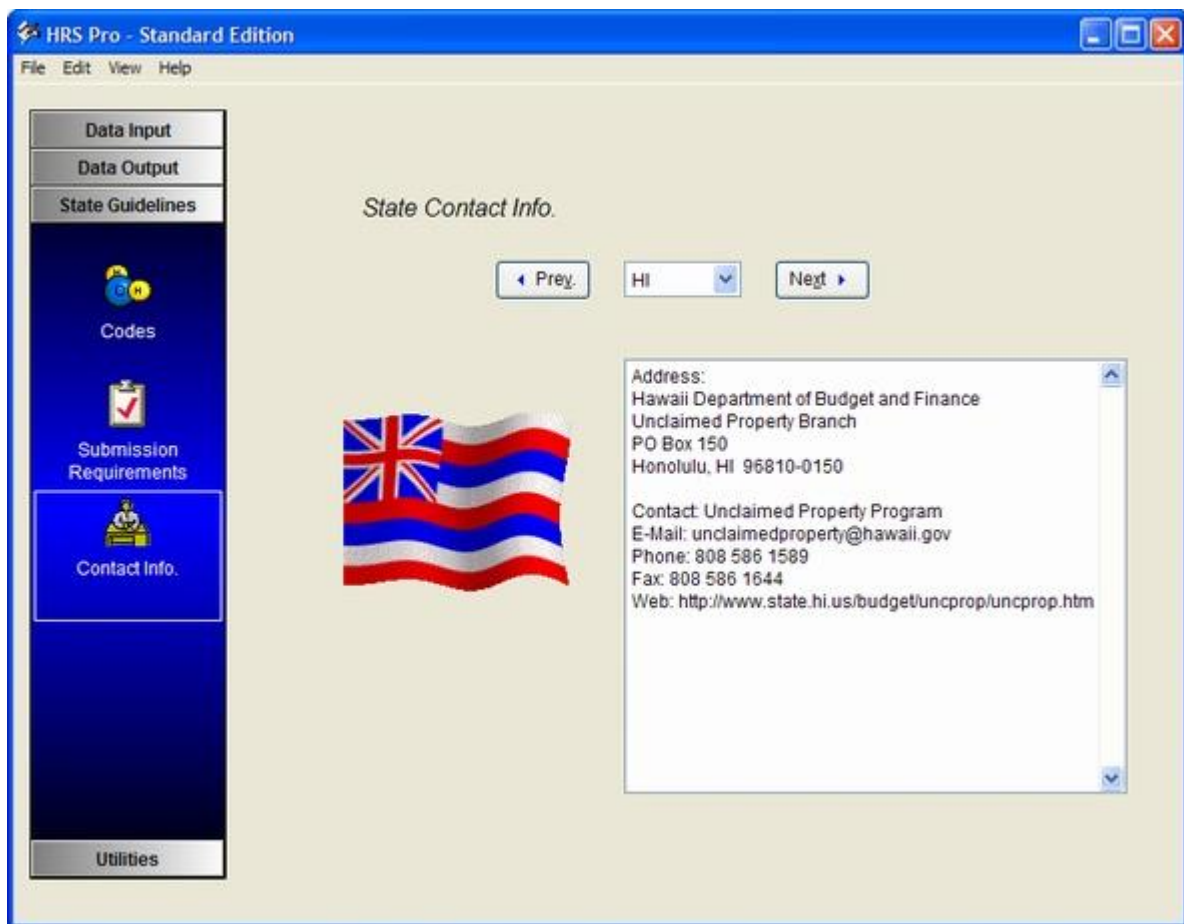
- In addition to electronic submission, a detailed, paper listing of properties and owners is: **REQUIRED.**
- A signed cover sheet is: **NOT REQUIRED.**
- Submitted cover sheets: **DO NOT REQUIRE NOTARIZATION.**
- The maximum number of properties accepted without an electronic file is: **12**
- E-mail submissions are: **NOT ACCEPTED.**
- Tangible Property is **ACCEPTED.**
- Acceptable Media: Paper = Yes; 3.5" Floppy Disk = Yes; CD-ROM = Yes
- Property Aggregations are: **NOT PERMITTED.**

This form includes state rules regarding: paper listing of properties, cover sheet and signature / notarization requirements, acceptability of e-mailed files, acceptability of tangible property, acceptable media types, aggregation limits, acceptability of Electronic Funds Transfers (EFTs) and additional comments that the state may have included.

#### 1.2.3.3 Contact Info.



Shown below is the State Contact Information form:



## 1.2.4 Utilities



HRS Pro provides utilities to assist you in working with your data. Shown to the left is the HRS Pro main menu listbar with the Utilities topic selected:

### [Configuration and Defaults](#)

Here, you may control and customize certain aspects about HRS Pro. Additionally, you may configure securities issues that are to be reported to states.

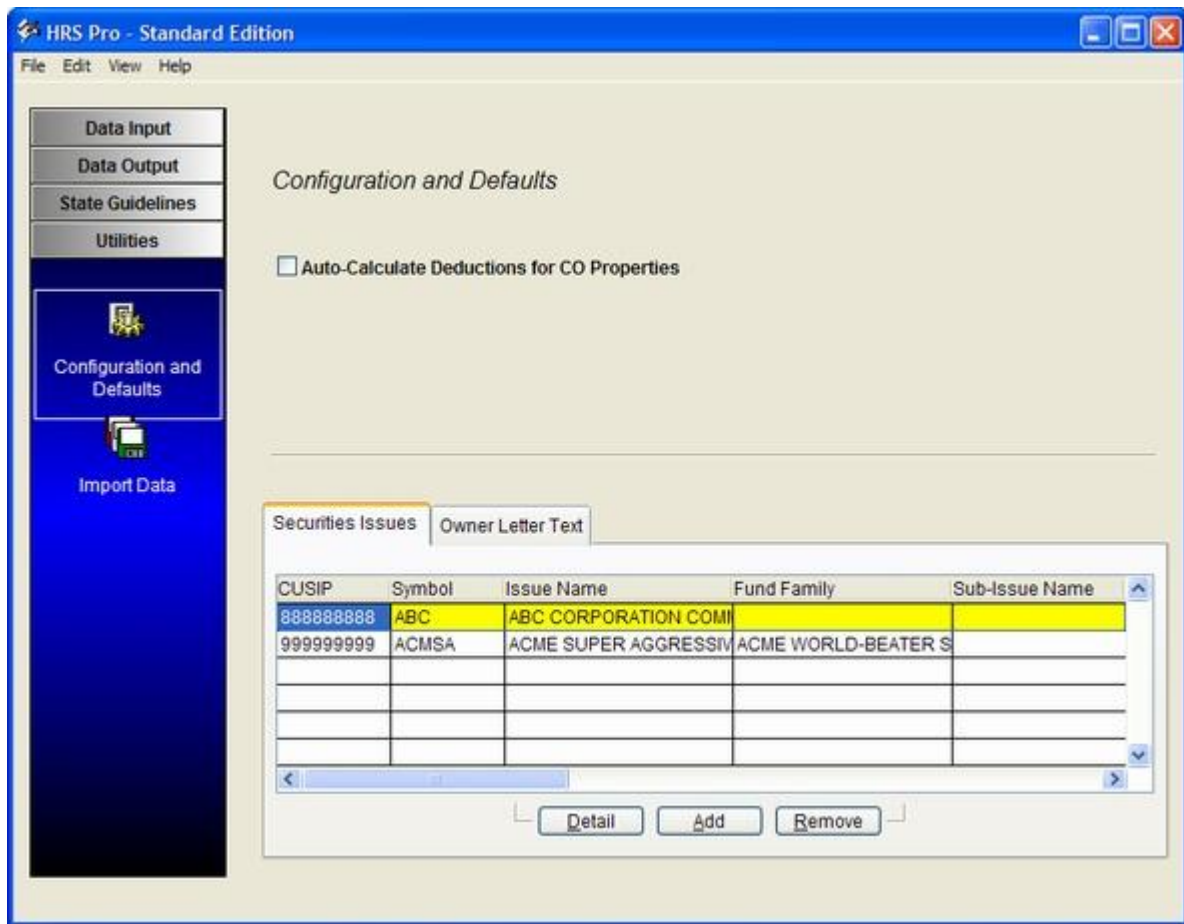
### [Import Data](#)

Here, you may import records into HRS Pro from an external template file or from a previous version of HRS.

### 1.2.4.1 Configuration and Defaults



Use the Configuration and Defaults form to control certain behavioral aspects of HRS Pro.



## Auto-Calculate Deductions for CO Properties

Check this checkbox if you wish to have deductions calculated for each property being reported to Colorado in accordance with sections 38-13-112(1)(b)(I) and 38-13-112(1)(b)(II) of the Colorado Unclaimed Property Act. Be sure to check the Holder Is Insurer checkbox on the [View / Manage Holder form](#) if appropriate, as this will factor in to the calculations. This option will only have an effect while you are editing properties. Keep this checkbox un-checked if you don't wish to deduct fees from Colorado properties. You may always leave the deductions empty. However, if you do specify a deduction for a Colorado property, it will be verified for correctness as part of the [Holder Report Validation process](#) even if this box is left unchecked. Deductions will be automatically calculated for each property when importing from an HRS template provided that: 1) this box is checked, 2) the state to report to is Colorado, 3) the deduction amount equals zero in the import file and 4) The last name does not contain the word "AGGREGATE."

## Securities Issues

You may manage securities issues for reporting via the following screen:

**View / Modify Securities Issue**

Last Update: 09/21/2003 - WPS

\* CUSIP Number: 999999999      Symbol: ACMSA

\* Issue Name: ACME SUPER AGGRESSIVE

Sub-Issue Name:

\* Mutl. Fund Family: ACME WORLD-BEATER SERIES

Edit      Save      Cancel      \* = Required Field

Once a Securities Issue has been entered, you may then link properties to it via the Securities tab of the [View / Manage Property form](#). Note that you should make sure all Securities Issues are available prior to entering property data. Otherwise, you may have to continually return to this form which will interrupt the data entry flow. Securities Issues may not be deleted from HRS Pro if they are presently linked to properties. Lastly, please be aware that securities issues are managed independently of any Holder Reports to which they are linked. Therefore, if an issue changes Issue Name, CUSIP #, Symbol, etc., it is advisable to enter a new securities issue altogether. Otherwise, it may appear as though properties from previous report years were linked to the new issue. In fact, they would have been reported to the state under a different Name, CUSIP, etc.

## Owner Letter Text

Choose the Owner Letter Text tab to manage the body text of Owner Letters that may be printed from the [Holder Reports form](#). For the time being, there is only one series of text that will be used for these letters, regardless of state. Therefore, you must either make this text quite generic or else perform editing between printing for different states.

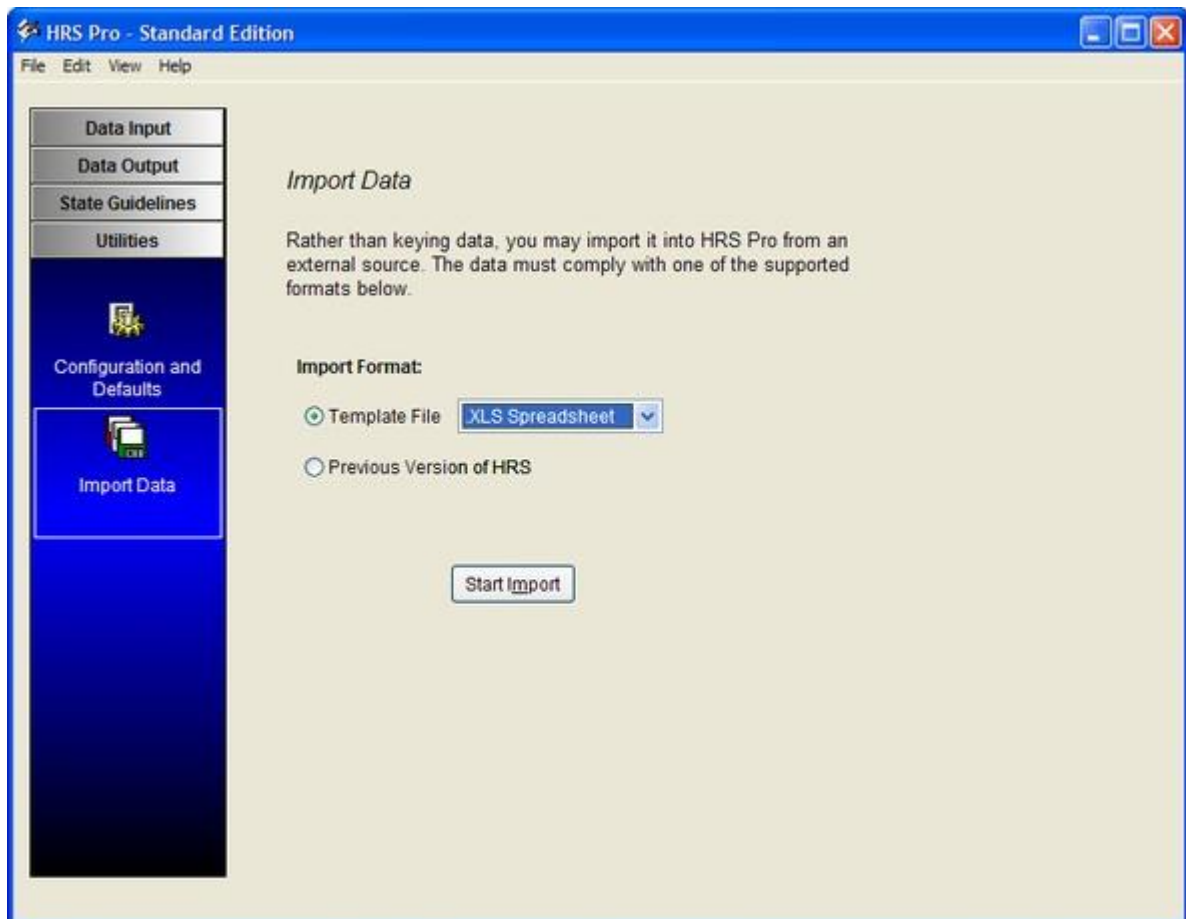
#### 1.2.4.2 Import Data



In some cases, the majority of the data that you wish to report to states may reside in an external data source such as an internal company database or a spreadsheet file. HRS Pro allows for importing data, once it is formatted according to the HRS template file specification which is described in [Appendix A](#) of this User's Guide. Additionally, you may import data from a previous version of HRS rather easily.

### Importing from the HRS Template Format

Show below is the Import Data form:



You may import from an HRS template file into an empty Data Set only. The primary reason for this is that often when working with external data, many tries are required to get the formatting right. You will need to delete the Data Set and start over. If properties already exist for the Data Set, they will be lost.

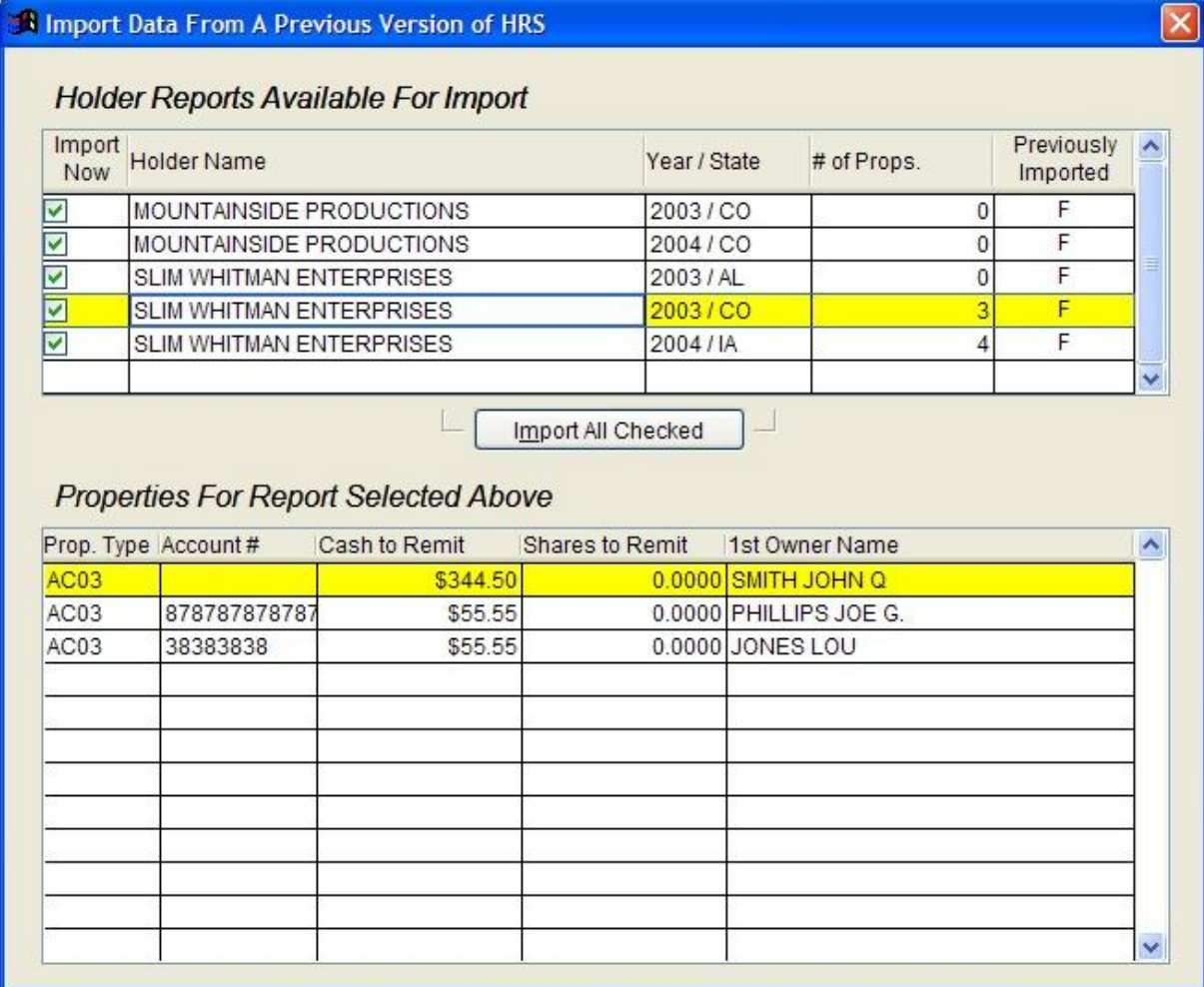
You may import from one of three file types: 1) Microsoft Excel spreadsheet file (.XLS extension); 2)





the Owner Linking capabilities described in the [View / Manage Properties](#) section of this User's Guide.

After clicking the <Start Import> button, HRS Pro will prompt you for the location of the root folder where the previous version of HRS is installed (the default is C:\HRS). If the files in this location are deemed valid by HRS Pro, you will see the following form:



**Holder Reports Available For Import**

Import Now	Holder Name	Year / State	# of Props.	Previously Imported
<input checked="" type="checkbox"/>	MOUNTAINSIDE PRODUCTIONS	2003 / CO	0	F
<input checked="" type="checkbox"/>	MOUNTAINSIDE PRODUCTIONS	2004 / CO	0	F
<input checked="" type="checkbox"/>	SLIM WHITMAN ENTERPRISES	2003 / AL	0	F
<input checked="" type="checkbox"/>	SLIM WHITMAN ENTERPRISES	2003 / CO	3	F
<input checked="" type="checkbox"/>	SLIM WHITMAN ENTERPRISES	2004 / IA	4	F

**Properties For Report Selected Above**

Prop. Type	Account #	Cash to Remit	Shares to Remit	1st Owner Name
AC03		\$344.50	0.0000	SMITH JOHN Q.
AC03	878787878787	\$55.55	0.0000	PHILLIPS JOE G.
AC03	38383838	\$55.55	0.0000	JONES LOU

Clicking the <Import All Checked> button will import the data for all Holder Reports that are checked in the Import Now column. HRS Pro will create one Single-State Data Set for each Holder Report with the appropriate number of properties and owners. HRS Pro will not import into the currently selected Data Set.

## 1.3 Appendix A: Import Template Specification

Data may be imported into HRS Pro using the following file specification. Specifications are shown for both .XLS / .DBF files and .SDF files. If using a spreadsheet, it is highly recommended that you open the Template.DBF file included with HRS Pro in Microsoft Excel and then cut and paste the data into the appropriate columns. Otherwise, the formatting of your data is liable to vary quite a bit from the Template Specification. This will result in bad data. Please see [Appendix B](#) of this User's Guide for more information on importing from an Excel spreadsheet.

### Structure for .XLS and .DBF Files



A spreadsheet or .DBF file containing the following information must be created in the exact format as below and then filled with the appropriate data. The structure may be created with Excel for .XLS or FoxPro, Clipper, dBase, or any database program that supports xBase files.

*Note: Columns are shown for xBase files only. Excel files cannot fixed-width column sizes. The user must pay attention to maximum column widths and be sure not to exceed them or data will be lost.*

Column #	Spreadsheet Equivalent	Column Name	Data Type	Column Width	Comments
1	A	CNTRLNO	Character	4	ignored
2	B	ESCYEAR	Character	4	ignored
3	C	INTEREST	Character	1	Property accumulating interest (YN)
4	D	TITLE1	Character	5	Primary owner's title (Mrs., Dr., etc.)
5	E	OWNERLNAME	Character	25	Primary owner's last name or company name
6	F	OWNERFNNAME	Character	15	Primary owner's first name
7	G	OWNERMINIT	Character	1	Primary owner's middle initial
8	H	OTYPE	Character	2	Primary owner's type code (specific to each state)
9	I	SSNUMBER	Character	11	Primary owner's Tax ID #. Any hyphens will be reformatted as Social Security {999-99-9999} or as FEIN {99-9999999} if corporate designator (FEINFLG1) is set to "T".
10	J	TITLE2	Character	5	2nd owner's title (Mrs., Dr., etc.)
11	K	TRUSTLNAME	Character	25	2nd owner's last name or company name
12	L	TRUSTFNNAME	Character	15	2nd owner's first name
13	M	TRUSTMINIT	Character	1	2nd owner's middle initial
14	N	OTYPE2	Character	2	2nd owner's type code (specific to each state)
15	O	ORELN2	Character	10	2nd owner's code for relationship to primary (specific to each state)
16	P	SSNUMBER2	Character	11	2nd owner's Tax ID #. Any hyphens will be reformatted as Social Security {999-99-9999} or as FEIN {99-9999999} if corporate designator (FEINFLG2) is set to "T".
17	Q	TITLE3	Character	5	3rd owner's title (Mrs., Dr., etc.)
18	R	OWNERLNAME3	Character	25	3rd owner's last name
19	S	OWNERFNNAME3	Character	25	3rd owner's first name
20	T	MI3	Character	1	3rd owner's middle initial
21	U	OTYPE3	Character	2	3rd owner's type code (specific to each state)
22	V	ORELN3	Character	10	3rd owner's code for relationship to primary (specific to each state)
23	W	SSNUMBER3	Character	11	3rd owner's Tax ID #. Any hyphens will be reformatted as Social Security {999-99-9999} or as FEIN {99-9999999} if corporate designator (FEINFLG3) is set to "T".
24	X	STREET1	Character	25	Primary owner's last known address line 1
25	Y	STREET2	Character	25	Primary owner's last known address line 2
26	Z	CITY	Character	25	Primary owner's last known city
27	AA	STATE	Character	2	Primary owner's last known state
28	AB	ZIPCODE	Character	10	Primary owner's last known zipcode
29	AC	COUNTRY	Character	3	Primary owner's last known country code
30	AD	COUNTY	Character	20	Primary owner's last known county
31	AE	TRANSDATE	Date	8	Last transaction date (MM/DD/YYYY)

32	AF	DATEREPORT	Date	8	ignored
33	AG	SYMBOL	Character	7	Stock ticker symbol
34	AH	CUSIPNUMB	Character	12	Stock CUSIP #
35	AI	STKSHARES	Numeric	13	Number of shares (99999999.9999)
36	AJ	STKSTREET1	Character	30	ignored
37	AK	STKCLASS	Character	5	ignored
38	AL	STKCOMPAN	Character	30	Stock Issue Name
39	AM	PROPTYPE	Character	4	Property Type code (specific to each state)
40	AN	ORIGREMAMT	Numeric	11	ignored - cash to remit is calculated from \$ to Report + \$ to Add - Cash to Deduct.
41	AO	OWNERAMT	Numeric	11	Cash to report (99999999.99)
42	AP	DEDUCT1CD	Character	2	Reason for cash deduction (see NAUPA Revised Standard Appendices)
43	AQ	DEDUCT1	Numeric	8	Cash to deduct before remitting (99999.99)
44	AR	DEDUCT2CD	Character	2	ignored
45	AS	DEDUCT2	Numeric	8	ignored
46	AT	DEDUCT3CD	Character	2	ignored
47	AU	DEDUCT3	Numeric	8	ignored
48	AV	ADDITIONS	Numeric	8	Cash to add before remitting (99999.99)
49	AW	INTRATE	Numeric	6	Interest percentage that property was earning at time of remittance to state (999.99).
50	AX	REMARK1	Character	12	Account #, if available. Do not use for comments.
51	AY	REMARK2	Character	20	Comments
52	AZ	REMARK3	Character	35	Additional comments
53	BA	FEINEXT1	Character	2	Primary owner's FEIN extension (corporate owners only)
54	BB	FEINEXT2	Character	2	2nd owner's FEIN extension (corporate owners only)
55	BC	FEINEXT3	Character	2	3rd owner's FEIN extension (corporate owners only)
56	BD	FEINFLG1	Logical	1	Primary owner corporate designator (T or F)
57	BE	FEINFLG2	Logical	1	2nd owner corporate designator (T or F)
58	BF	FEINFLG3	Logical	1	3rd owner corporate designator (T or F)
59	BG	TAXEXT	Character	4	ignored
60	BH	OWNERDOB	Date	8	Primary owner's date of birth (MM/DD/YYYY)
61	BI	TRUSTDOB	Date	8	2nd owner's date of birth (MM/DD/YYYY)
62	BJ	OWNER3DOB	Date	8	3rd owner's date of birth (MM/DD/YYYY)
63	BK	OWNER1RLTN	Character	10	Primary owner's relation code (specific to each state)
64	BL	CHECKNUM	Character	20	Check number if prop. type represents a check
65	BM	ML_CNTY	Character	20	Mineral Interest County
66	BN	ML_SECTN	Character	2	Mineral Interest Section
67	BO	ML_TOWNSHP	Character	3	Mineral Interest Township
68	BP	ML_RANGE	Character	3	Mineral Interest Range
69	BQ	ML_POOLORD	Character	6	Mineral Interest Pooling Order
70	BR	ML_POOL_DT	Date	8	Mineral Interest Pooling Date (MM/DD/YYYY)
71	BS	ML_OWN_PCT	Numeric	10	Mineral Interest Ownership Percentage (999.999999)
72	BT	ML_WELL_NM	Character	30	Mineral Interest Well Name
73	BU	ML_SUPPDESC	Character	20	Mineral Interest Supplemental Description
			Total**	746	

\*\* The total length in an xBase compatible file is one longer than the sum of all fields. The additional

space is used by xBase and compatibles to determine whether or not the record is marked for deletion.

## Structure for .SDF Files

An .SDF (System Data Format) file is a fixed-width ASCII text file. It must contain information in the following order to be read in. Any data that is not known should be represented by spaces (Hex 20).

**NOTE:** DO NOT use any delimiters and DO NOT use any nulls.

Each record should be followed by a carriage return (Hex 0D) and line feed (Hex 0A). Numbers should be entered right aligned WITH decimals shown. For example, 35.10 would be entered as '35.10' (quotes shown for field size only -- quotes would not be included in the .SDF file).

Column	Field Name	Width	Comments
1	CNTRLNO	4	ignored
5	ESCYEAR	4	ignored
9	INTEREST	1	Property accumulating interest (YN)
10	TITLE1	5	Primary owner's title (Mrs., Dr., etc.)
15	OWNERLNAME	25	Primary owner's last name
40	OWNERFNAME	15	Primary owner's first name
55	OWNERMINIT	1	Primary owner's middle initial
56	OTYPE	2	Primary owner's type (see property screen)
58	SSNUMBER	11	Primary owner's SSN or FEIN(dashes will be removed)
69	TITLE2	5	2nd owner's title (Mrs., Dr., etc.)
74	TRUSTLNAME	25	2nd owner's last name
99	TRUSTFNAME	15	2nd owner's first name
114	TRUSTMINIT	1	2nd owner's middle initial
115	OTYPE2	2	2nd owner's type (see property screen)
117	ORELN2	10	2nd owner's relationship to primary owner (see property screen)
127	SSNUMBER2	11	2nd owner's SSN or FEIN(dashes will be removed)
138	TITLE3	5	3rd owner's title (Mrs., Dr., etc.)
143	OWNLNAME3	25	3rd owner's last name
168	OWNFNAME3	25	3rd owner's first name
193	MI3	1	3rd owner's middle initial
194	OTYPE3	2	3rd owner's type (see property screen)
196	ORELN3	10	3rd owner's relationship to primary owner (see property screen)
206	SSNUMBER3	11	3rd owner's SSN or FEIN(dashes will be removed)
217	STREET1	25	Primary owner's address line 1
242	STREET2	25	Primary owner's address line 2
267	CITY	25	Primary owner's city
292	STATE	2	Primary owner's state
294	ZIPCODE	10	Primary owner's zipcode
304	COUNTRY	3	Primary owner's country 3 letter abbreviation
307	COUNTY	20	Primary owner's county
327	TRANSDATE	8	Last transaction date (YYYYMMDD)
335	DATEREPORT	8	ignored
343	SYMBOL	7	Stock symbol
350	CUSIPNUMB	12	Stock CUSIP number
362	STKSHARES	13	Number of shares (99999999.9999)



375	STKSTREET1	30	ignored
405	STKCLASS	5	ignored
410	STKCOMPAN	30	Stock issue name
440	PROPTYPE	4	Property type (see property screen)
444	ORIGREMAMT	11	Amount remitted (99999999.99)
455	OWNERAMT	11	Amount reported (99999999.99)
466	DEDUCT1CD	2	1st Deduction code
468	DEDUCT1	8	1st Deduction amount (99999.99)
476	DEDUCT2CD	2	ignored
478	DEDUCT2	8	ignored
486	DEDUCT3CD	2	ignored
488	DEDUCT3	8	ignored
496	ADDITIONS	8	Additions amount (99999.99)
504	INTRATE	6	Interest rate on property (999.99)
510	REMARK1	12	Remarks or account number
522	REMARK2	20	Additional remarks
542	REMARK3	35	Additional remarks
577	FEINEXT1	2	Primary owner's FEIN extension
579	FEINEXT2	2	2nd owner's FEIN extension
581	FEINEXT3	2	3rd owner's FEIN extension
583	FEINFLG1	1	Enter an upper-case T if Business, else blank for an Individual (Primary Owner) (important for SSNUMBER distinction between FEIN or SSNO)
584	FEINFLG2	1	Enter an upper-case T if Business, else blank for an Individual (2nd Owner) (important for SSNUMBER distinction between FEIN or SSNO)
585	FEINFLG3	1	Enter an upper-case T if Business, else blank for an Individual (3rd Owner) (important for SSNUMBER distinction between FEIN or SSNO)
586	TAXEXT	4	ignored
590	OWNERDOB	8	Primary owner's date of birth (YYYYMMDD)
598	TRUSTDOB	8	2nd owner's date of birth (YYYYMMDD)
606	OWNER3DOB	8	3rd owner's date of birth (YYYYMMDD)
614	OWNER1RLTN	10	1st owner's relation code.
624	CHECKNUM	20	Check # if prop. type represents a check
-----			
** Total **		644	

## 1.4 Appendix B: Using MS Excel to Import into HRS Pro

It is fairly easy to convert your Microsoft Excel spreadsheet into a database file for import into HRS Pro:

STEP 1: Create an HRS spreadsheet based on the HRS unclaimed property database format.

STEP 2: Copy unclaimed property data from your spreadsheet to the HRS spreadsheet and save the spreadsheet.

STEP 3: (Optional) Save the file as a DATABASE file. Only perform this step if you are having trouble importing directly from the .XLS spreadsheet file.

STEP 4: Import your file into HRS Pro.

### **STEP 1: CREATE AN HRS SPREADSHEET**

An HRS-format spreadsheet must be created into which columns of data from your spreadsheet will be copied. It is this HRS spreadsheet (saved as a database) that will ultimately be imported into HRS with your unclaimed property data.

- 1) Copy the file "template.dbf" which is located in the HRS installation folder (Default = C:\PROGRAM FILES\WAGERS AND ASSOCIATES\HRS PRO) to a different working folder. Rename the template.dbf file to something more logical to remember.
  - 2) Start Excel.
  - 3) Click on "File", then "Open", then click on the file in the working folder specified above. Click on "Open" to open your spreadsheet.
- Use the menu choice of Window to move back and forth between the 2 spreadsheets.

NOTE: **DO NOT CHANGE** titles on the 1st line. If you change the column widths to wider, some data may get truncated. Do not change the **FORMAT TYPE** of the cells. For instance, if copying in data from another spreadsheet, it may come in formatted as the cell type in that other spreadsheet. Look at what the format type is by clicking on the 2nd line (not the 1st heading line), and choosing the menu choices of Format, Cells before copying data and then change the format back to that type after copying in data. Typically what happens is the TRANSDATE gets changed from DATE format to GENERAL and then it will import BLANK. TRANSDATE is a critical field in the import process.

### **STEP 2: COPY THE UNCLAIMED PROPERTY DATA**

The data in each column in your spreadsheet needs to be copied to the appropriate column in the HRS spreadsheet.

NOTE 1: One or more columns in your spreadsheet may not have a corresponding column in the HRS spreadsheet.

NOTE 2: One or more columns in the HRS spreadsheet may not apply to your unclaimed property data.

Review the column (field) descriptions to determine appropriate columns. The descriptions can be found in [Appendix A](#) of this help file.

- 1) Select your spreadsheet.
- 2) Highlight one entire column of cells (for all rows) in your spreadsheet that you wish to copy to the HRS spreadsheet.
- 3) Press "Ctrl-c" to copy the highlighted column. (See the NOTES: in PART 2)
- 4) Select the HRS spreadsheet.
- 5) Click on row 2 of the appropriate column.
- 6) Press "Ctrl-v" to paste the cells from your spreadsheet into the HRS spreadsheet.
- 7) Repeat the above 5 steps for all appropriate columns in your spreadsheet.

NOTE: **DO NOT CHANGE** any column widths or titles in this, the HRS spreadsheet.

### **STEP 3: SAVE THE HRS SPREADSHEET AS A DATABASE (OPTIONAL)**

After the HRS spreadsheet has been populated column by column with all appropriate data from your spreadsheet, the HRS spreadsheet can be converted back into a database suitable for importing into HRS. This step is not required as HRS Pro can import directly from .XLS files. This step should be performed if dates are not coming across properly or if other formatting problems arise.

- 1) Select the HRS spreadsheet.
- 2) First save your copying of data as a spreadsheet (in case anything goes awry). Do not save the file as a workbook. (Excel 4.0 spreadsheet version works best).
- 3) Click on "Insert", then "Name", then "Define", then "Database", and under "Refers To:" change the number after the last "\$" to the total number of rows (including the header row 1), then click on "OK".
- 4) Click on "File", then "Save as". Choose "Save as Type" = "DBF4 (DBASE IV)". Fill in a filename and location that you will remember. (Note: Do not use TEMPLATE as the name of the file).
- 5) Click on "Save" then "Yes" to update the HRS database file. Then close the .DBF file (Note: If excel asks if you want to save changes to the file you just saved, just click no.) Also, you can reopen the .DBF file to make sure that your data is there before trying to import it into HRS and that the first row of data has the titles it's supposed to have from the template.dbf.
- 6) Exit Excel. (This ensures you close the file that you will import)

#### **STEP 4: IMPORT YOUR DATABASE INTO HRS Pro**

*Be sure to close the spreadsheet file in Excel if it is still open. Then, follow the instructions in the [Import Data](#) section of this User's Guide.*

## **1.5 Appendix C: HRS Pro License Agreement**

### **Holder Reporting System Pro License Agreement**

Read the following terms and conditions carefully.

The use of this software acknowledges that you have read this agreement, understand it and agree to be bound by its terms and conditions.

#### **COPYRIGHT**

All title and copyrights in and to Holder Reporting System Pro, the accompanying printed materials, and any copies of Holder Reporting System Pro are owned by Wagers & Associates, Inc. You may not copy the printed materials accompanying Holder Reporting System Pro without the express permission of Wagers & Associates, Inc.

This license is effective until terminated. You may terminate it at any time by destroying the software together with all copies. This license also terminates if you fail to comply with the terms and conditions of this agreement.

#### **LIMITED WARRANTY**

This software and the accompanying files are delivered "as is" and without warranties as to performance or merchantability or any other warranties whether expressed or implied.

Because of the various hardware and software environments into which Holder Reporting System Pro may be put, no warranty of fitness for a particular purpose is offered.

This Limited Warranty is void if failure of the software has resulted from accident, abuse, or misapplication.

Good data processing procedure dictates that any program be thoroughly tested with non-critical data before relying on it.

The user must assume the entire risk of using the program. Any liability of Wagers & Associates, Inc. will be limited exclusively to product replacement or refund of the purchase price at the discretion of Wagers & Associates, Inc.

#### **SOFTWARE SUPPORT**

Wagers & Associates maintains HRS Pro support agreements with the unclaimed property offices of the following states, including the Commonwealth of Puerto Rico:

Alabama	Kentucky	Ohio	
Alaska		Louisiana	Oklahoma
Arizona		Maine	Oregon
Colorado	Michigan	Pennsylvania	
District of Columbia		Mississippi	Puerto Rico
Florida		Missouri	South Carolina
Georgia		Nebraska	South Dakota
Hawaii		Nevada	Tennessee
Illinois		New Hampshire	Utah
Indiana		New Mexico	Vermont
Iowa		North Carolina	Wisconsin

If you are reporting property to any of these unclaimed property departments, you should contact the state directly. In most cases, the state contact person will be able to resolve your technical support issue. State-specific contact information is available in HRS Pro by pressing the State Contact Info. icon on the State Guidelines sub-menu.

If the state is unable to help you resolve your issue, the state will contact Wagers & Associates to provide details about your issue. If necessary, Wagers & Associates will then contact you directly to help you resolve the issue.

Users with a registered version of the Enterprise Edition may contact Wagers & Associates for direct technical support. Up to two support instances are included with the purchase.

If you are reporting to a state not listed above, or have not purchased the Enterprise Version, Wagers & Associates will provide technical support at the rate of \$50 per incident.

E-mail us at [HRSPRO@wagers.net](mailto:HRSPRO@wagers.net) for more information about support agreements.

# Index

## - A -

About Wagers & Associates 6  
 Acceptable Media 23  
 Aggregation Limit 23  
 Aggregation Limits 23

## - C -

Codes 22  
 Configuration and Defaults 26  
 Contact Info. 24  
 Copy Prop. + Owners option 9  
 Copy Prop. option 9  
 Cover Sheet 23

## - D -

Data Input 8  
 Data Output 17  
 Data Sets 8  
 Date Stamp 15  
 Deductions (Colorado) 26  
 Default Settings 26  
 Download 4

## - E -

EFT 23  
 Electronic Funds Transfers 23  
 Enterprise Edition 4  
 Excel Spreadsheet (import using) 35  
 Expiration 4

## - G -

Getting Started 3

## - H -

Holder Is Insurer checkbox 14  
 Holder Personnel 15

Holder Report Cover Sheet 17  
 Holder Reports 17  
 Holders 14

## - I -

Import Data (from previous version of HRS) 29  
 Import Data (from template) 29  
 Import Template Specifications 31  
 Import Using MS Excel 35  
 Installation 4  
 Installing HRS Pro 4

## - L -

Last Update 15  
 License Agreement 37

## - M -

Mineral Interests 9  
 MS Excel (import using) 35  
 Multi-State Data Set (defined) 8

## - N -

NAICS (learning about) 14  
 NAUPA File (generate) 17  
 NAUPA Revised Standard (NAUPA 2) 2  
 Negative Reports (defined) 17  
 Network Configuration 4  
 Network Installations 4  
 Notarization 23

## - O -

Owner Labels 17  
 Owner Letter (editing text) 26  
 Owner Letters 17

## - P -

Paper Requirements 23  
 Personnel 15  
 Properties (adding / editing) 9  
 Property Listing (detailed) 17



---

Property Listing (summary) 17

## - R -

Registration Code 4

Report Year 8

Rules 23

## - S -

Shared Database 4

SIC (not supported) 14

Single-State Data Set (defined) 8

State Guidelines 22

State-Specific Codes 22

Stock Issues (managing) 26

Submission Requirements 23

System Requirements 4

## - T -

Tangible Inventory 9

Technical Support 5

## - U -

Update 4

Utilities 26

## - V -

Validation Rules 17

## - Z -

Zipcode (auto-fill) 9